

*The* **WSRC TEAM**



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# INTRODUCTION

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The WSRC Team offers a variety of policies and programs that help you balance your work and private lives. This book provides information on the Work/Life benefits available to active full-service employees of the WSRC Team. This information is subject to change.

Depending on your employment status and other factors, you may or may not be eligible for each individual plan or program described in this book. Thus, it is important that you refer to Company policies and program descriptions to determine your specific eligibility, such as the WSRC Human Resources Policies, Practices and Procedures Manual 5B. Or, contact your Human Resources Representative or Supervisor.

**The policies and programs discussed in this book are subject to change from time to time, with or without notice, due to economic or other considerations. Your eligibility for Work/Life Benefits cannot be considered or relied on as terms and conditions of an employment contract with the WSRC Team.**

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# Personal Time Off

The WSRC Team allows personal time off for regular full service employees. Categories of personal time off policies include a Time Bank, holidays, Company plan absences, Short-Term and T&P Disability and leaves of absence.

## ***Time Bank***

The Time Bank policy used for most regular full service employees of the WSRC Team is intended to cover a variety of personal absences from work, including vacation time, medical appointments, short-term illnesses and personal or family business. By combining allotted vacation time off with other types of personal time off into a Time Bank, the Company provides you with maximum choice in managing your time off from work.

Certain obligations – time off for a death in the immediate family, jury duty, military leave and voting – are covered by other policies and will not be deducted from your Time Bank.

## **Eligibility**

The chart below indicates the number of hours per calendar year that are accrued to your Time Bank. These hours accrue at a rate of one-twelfth (1/12) the yearly amount per month. Contact your Human Resources Representative if you have any questions about your individual eligibility in regard to the Time Bank.

Number of Hours Per Year Added to Your Time Bank		
Years of Service	Exempt Employees	Non-Exempt/SOP Employees
Less than 5	112 hrs.	120 hrs.
At least 5 but less than 10	152 hrs.	160 hrs.
At least 10 but less than 20	192 hrs.	200 hrs.
At least 20 but less than 30	232 hrs.	240 hrs.
At least 30	272 hrs.	280 hrs.

## **Carryover**

The following chart shows the maximum number of unused Time Bank hours that you will be allowed to carry over from the end of one calendar year to the beginning of the next calendar year. At the beginning of each calendar year, your carryover hours will be added to your monthly Time Bank accrual.

Hours in Your Time Bank That May Be Carried Over	
Years of Service	All Full-Service Employees
Less than 5	120 hrs.
At least 5 but less than 10	240 hrs.
At least 10 but less than 20	280 hrs.
At least 20 but less than 30	320 hrs.
At least 30	360 hrs.

For example, an employee with eight years of service will be eligible to carry over a maximum of 240 unused hours from one year to the next.

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## Use of Time Bank for Illness or Injury

Normally, the first 24 scheduled work hours missed due to personal illness or injury will be deducted from your Time Bank. If you are sick or injured and take off 24 working hours or less from your work schedule, your time off will be deducted from your Time Bank.

If you take off 24 or fewer scheduled work hours for a condition that you know is not considered a Critical Health Condition, then you are not required to report through the SRS Site Medical Department. (A description of Critical Health Conditions is provided in the Disability book.) However, even if your illness or injury is less than 24 working hours and you don't consider it a Critical Health Condition, your manager has the option to require you to report to SRS Medical.

This would typically be done if your manager had concerns about your fitness for duty. SRS Medical will determine if you are fit to return to work.

*If you have missed more than 24 scheduled work hours, or if you believe your illness or injury may be a Critical Health Condition, you must report to SRS Medical for approval to return to work. Also, it is recommended that you receive pre-approval from SRS Medical for scheduled medical procedures. When on-site, you should always go to the SRS Medical Department any time you have concerns about your health.*

After an illness or injury in which you took off more than 24 or more scheduled work hours, you will be required to report to the SRS Site Medical Department for authorization to return to work.

An illness or injury lasting greater than 24 scheduled work hours will be considered for Short Term Disability in accordance with existing policies. If approved, only the first 24 hours of a Medical-approved illness or injury will be deducted from your Time Bank hours, unless these hours are also considered and approved as a Critical Health Condition; then, these hours may be paid as Short-Term Disability.

Details can be found in the Human Resources Policies, Practices and Procedures Manual 5B.

## When You Terminate Your Employment or Retire

An employee who quits, or who is terminated for disciplinary, performance or for-cause reasons, will receive payment for all carried-over Time Bank hours plus the amount of Time Bank hours accrued to the date of termination, less any Time Bank hours that were taken during the year of termination. Any paid Time Bank hours taken above the accrued amount will be deducted from the final paycheck.

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If the employee retires (with at least 15 years of Eligibility Service and at least age 50) under the WSRC/BSRI Pension Plan anytime during the year **prior to** December 31, or dies or is involuntarily terminated due to a reduction in force or disability, he or she will receive payment for all carried-over Time Bank hours plus the full year's eligibility for Time Bank hours, less any Time Bank hours that were taken during the current year.

An employee eligible for the Time Bank who retires under the WSRC/BSRI Pension Plan **on** December 31 is entitled to a full Time Bank allowance for the following year, based on his or her service on December 31. This allowance is in addition to any accrued Time Bank hours and carried-over Time Bank hours that were not taken during the year of retirement.

### **Donating Time to Co-Workers**

The WSRC Team Time Bank policy allows some flexibility in donating time to co-workers in need, in the case of compelling family medical emergencies or special cases. Contact your Human Resources Representative for details.

### **Calendar Years 1999 and 2000**

For calendar years 1999 and 2000, you may borrow up to 40 hours of Time Bank hours from the next year's Time Bank eligibility, if necessary to cover a situation similar to those covered by the Family and Medical Leave Act. The borrowing of Time Bank hours requires Level One approval.

### ***Holidays***

During the course of the year, regular full service employees of the WSRC Team celebrate eleven paid holidays. The exact dates may vary from year to year. You will receive a list of holidays at the beginning of each year.

### ***Company Plan Absences***

Certain specified absences can be paid at an employee's regular rate in accordance with certain qualifying conditions as outlined in the Human Resources Policies, Practices and Procedures 5B Manual. These absences include jury duty, peacetime military training, emergency National Guard or Reserve duty, court appearance, time off to vote and death in your immediate family (employee's parent, spouse, child, sister, brother, parent-in-law, son-in-law or daughter-in-law). For details, refer to the Human Resources Policies, Practices and Procedures 5B Manual or contact your Division HR Representative.

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## ***Short Term and T&P Disability***

For a complete description of Short Term and Total and Permanent (T&P) Disability Benefits, refer to the Disability book and the Human Resources Policies, Practices and Procedures Manual 5B.

### **Short Term Disability**

You may qualify for Short Term Disability benefits after you have missed 24 scheduled work hours due to an SRS Medical Department-approved illness or injury.

### **Total and Permanent (T&P) Disability**

If you are disabled for more than six months (over 1,040 hours), you may be eligible for Total and Permanent (T&P) Disability benefits. As a regular full service employee, you must have one year of Eligibility Service to qualify for T&P benefits and be disabled to the extent that you are **unable to perform any occupation**.

## ***Leaves of Absence***

An employee may take a Leave of Absence (LOA) as approved by management as determined on a case-by-case basis. The types of leave include personal, educational, entrepreneurial, Family and Medical and military. Refer to the Human Resources Policies, Practices and Procedures Manual 5B for specifics relative to pay, service credit and benefits.

### **Benefits Related to a Leave of Absence**

As a regular full service employee, you may be able to continue your Health Choice Benefits and your Non-Contributory Life, Contributory Life, Dependent Life and Accidental Death and Dismemberment Insurance coverage during a Leave of Absence. Coverage may remain in effect as long as the leave is approved and payment of the applicable premiums continues. Service credit will not be continued.

Prior to beginning any approved leave, you should review your benefit options with your Division Human Resources Representative. For more details, refer to the individual Employee Benefits books or the Human Resources Policies, Practices and Procedures 5B Manual.



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## Credited Service and Eligibility Service Defined

Note: The specific benefit plan documents describe Credited Service and Eligibility Service in more detail and how service is applied for actual benefit calculations and/or eligibility for benefits.

### *Credited Service*

Generally, Credited Service is the time actually worked at Savannah River Site directly for DuPont or as a WSRC Team member during which time the employee was eligible for participation in the DuPont or WSRC/BSRI Pension Plan. (Dupont Retiree-Rehires receive Credited Service beginning April 1, 1989.) Credited Service does not include prior service with WSRC Team members or affiliates not at this Site.

### *Eligibility Service*

Generally, Eligibility Service is used to qualify for a specific benefit or for an increased benefit based on service milestones such as Time Bank accrual rates. Eligibility Service includes time worked directly for DuPont or a WSRC Team member at this Site. (Dupont Retiree-Rehires receive Eligibility Service beginning April 1, 1989.) Eligibility Service also generally includes past eligibility service recognized by a WSRC Team member and their affiliates from other locations.

## If You Are Rehired

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If your employment as a regular full service employee of the WSRC Team ended because of lack of work, or for any other reason and you are rehired, you will receive credit for your past Eligibility and Credited Service after you complete 30 days of employment. If you received severance pay, eligibility for future severance pay will be calculated on your rehire date.

You will qualify for accruing hours under the Time Bank policy in the year you are rehired, unless you were previously paid for the full year of Time Bank hours for the same year in which you are rehired.

# College Scholarship Opportunities for Dependent Children

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If your employer is WSRC or BSRI, and your status is that of a regular full service employee, your dependent children may be eligible to apply for a college scholarship from one of the following programs:

## ***Westinghouse Family Scholarship Program***

If you are a WSRC employee and the parent of a high school student planning a study program for a bachelor's degree at a regionally accredited college or university in the United States, your child is eligible to apply for the Westinghouse Family Scholarship Competition. A limited number of scholarships – ranging from a one-year award of \$3,000 to a four-year award of \$12,000 – has been awarded annually by the Family Scholarship Committee.

If your child is the recipient of a four-year scholarship, he or she must be accepted for admission in the fall semester immediately following graduation from high school. Recipients of the one-year scholarship can delay receiving their scholarship for up to three years.

Contact your Human Resources Representative for additional information.

## ***Bechtel Merit and Achievement Scholarship Program***

Sons and daughters of current Bechtel salaried employees are eligible to participate in the Bechtel Merit and Achievement Scholarship Program. The scholarship competition is conducted by the National Merit Scholarship Corporation (NMSC).

The stipend for each Bechtel Merit and Achievement Scholarship winner is determined individually by NMSC. The scholarship can range from \$500 to a maximum of \$2,000 per year for up to four years of undergraduate college study or until baccalaureate degree requirements are completed, whichever occurs first.

Contact your Human Resources Representative for additional information.

# U.S. Savings Bonds Program

## ***Eligibility and Enrollment***

If you are a regular full service employee of the WSRC Team, you are eligible to purchase U.S. Savings Bonds on your first day of employment. Your participation is voluntary. To enroll you will be asked to complete an "Authorization for U.S. Savings Bonds" form.

## ***Registration of Bonds***

Bonds may be registered in the name of adults or minors in these ways:

- One Person — in your own name or the name of some other person
- Two People as Co-owners — either person may redeem the bond without the signature of the other person or
- Two People (One as Beneficiary) — in the name of one person, payable at that person's death to the other person.

## ***Your Deductions***

Payroll deductions for the purchase of bonds may be in any amount, with a minimum deduction of at least \$1 weekly, or \$4 per month. You must:

- Identify the denomination of bonds to be purchased (\$100, \$200 or \$500). The purchase price is half the respective amounts indicated above. The denomination amount of the bond will be its value at maturity.
- Provide the name and address of the person(s) who will be the registered owner(s) of the bond.
- List the Social Security Number of the owner(s).

You may cancel your deductions at any time.

## ***Purchase and Delivery of Bonds***

When your deductions equal the purchase price of the bond denomination you have selected, the WSRC Team will purchase the bond and mail it to the address on the enrollment form.

*U.S. Savings Bonds are the great American investment. Bonds earn competitive market-based interest when held to maturity, plus you do not pay state or local taxes on any interest earned.*

# Periodic On-Site Health Exams for Employees

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The SRS Medical Department conducts periodic health examinations on a voluntary basis for active employees of the WSRC Team. When you are scheduled for an examination, you will receive a written notice through Site mail (sent directly to you) with pre-examination instructions, a list of medical tests to be performed during your exam and any special medical surveillance program requirements.

Examinations are based on the following schedule, which is subject to change:

- Below age 40 – Once every 5 years
- Ages 40-49 – Once every 3 years
- Ages 50 and above – Once every 2 years.

Employees in certain jobs may be required to have more frequent physicals.

For more information on examination procedures, contact your area Medical facility.

# Bechtel Charitable Donation Program

*The Bechtel Foundation Matching Gifts Program enables regular full service BSRI employees to double a contribution to a qualified college or university.*

The Bechtel Foundation Matching Gifts Program is a program in which the Bechtel Foundation will match donations, within certain guidelines, of employees of Bechtel Group, Inc. and its affiliates, who wish to contribute to certain accredited colleges and universities.

After one year of continuous service, any permanent non-manual employee of BSRI will be eligible to have voluntary donations matched. Spouses and retirees are not eligible. Any gift(s) of \$25 or more, up to a maximum total of \$1,000 per eligible employee in a calendar year, will be matched dollar-for-dollar. Matching Gifts forms are available from your Human Resources Representative.

# Employee Assistance Program (EAP)

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The Employee Assistance Program (EAP) is a service that helps employees and their dependents resolve personal problems. Employees needing help can turn to the EAP for on-Site confidential assistance and referral to off-Site resources.

## ***Eligibility***

If you are a regular full service employee of the WSRC Team, you are eligible for services offered by the EAP on your first day of employment. Your dependents are also eligible to participate. You will not have to pay any fee to receive EAP services provided at the EAP office located at the Savannah River Site.

## ***Program Services***

The EAP can provide you and your family members with professional and confidential counseling services, either on-Site or by referral to off-Site services, for:

- Emotional Difficulty
- Marriage and Family Problems
- Chemical Dependency
- Legal and Financial Matters
- Stress Management or
- Personal crisis.

*Medical benefits for treatment of covered mental health and substance abuse problems are available under the Health Choice Medical Plan. Be sure to contact ValueOptions (1-800-333-6557) for pre-certification or other assistance in order to assure that the services you receive will be covered under the Health Choice Medical Plan. Refer to the Medical Care book of your Benefits Handbook for more information.*

If you require the use of services from other professionals to whom you are referred by the EAP, you may have to pay part or all of that cost. However, some professional mental health and chemical dependency treatment services are covered under your Health Choice Medical option.

You can be assured that information you discuss with the WSRC Team's Employee Assistance Program will be held in strictest confidence. Call the EAP at 803-725-8897 for additional information.

# Tuition Reimbursement Program

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The WSRC Team has a Tuition Reimbursement Program that will reimburse a regular full service employee for certain pre-approved educational expenses up to a maximum of \$5,250.00 in any one fiscal year. The details of this program can be found in the Human Resources Policies, Practices and Procedures 5B Manual.

## Assistance if You Lose Your Job

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### ***Severance Pay***

If you are (1) a regular full service employee of the WSRC Team, (2) have more than one year of Eligibility Service and (3) your employment ends due to a lack of work (other than employment by a successor contractor), you will receive one week's pay for each full year of Eligibility Service up to a maximum of 26 weeks. There is a reduction in this amount if you've previously received more than four weeks of severance pay from the WSRC Team. Your severance pay will be paid in a lump sum.

### ***Benefits***

#### **Health Choice Benefits**

If you are involuntarily laid off from the WSRC Team and are a full-service employee, you may elect to receive Section 3161 extended Medical benefits (as provided under the National Defense Authorization Act federal workforce restructuring initiatives), if Section 3161 extended medical benefits are available at the time you are involuntarily laid off. Extended Medical benefits are in lieu of COBRA Continuation Coverage.

To continue your Health Choice Dental, Vision and/or Flexible Spending Account options, you must elect COBRA continuation coverage (see each Individual Employee Benefits book and the Benefits Overview and General Information book of the Benefits Handbook).

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## **Life Insurance Benefits**

If you are a full service employee, and have one or more years of Eligibility Service, your Non-Contributory and Contributory Life Insurance coverage may continue at the Company's expense for one year, or two months for each year of Eligibility Service, whichever is greater.

## **Other Benefits**

If you are terminated for lack of work (other than employment by a successor contractor), you may also be entitled to unemployment compensation from your state unemployment compensation agency. Also, depending on funding authorization and other factors, additional benefits may be available if you are laid off from the WSRC Team. Contact your Human Resources Representative for details.

# **Special Survivor Benefit**

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The Special Survivor Benefit is an extra benefit paid to your next of kin at the time of your death. This is in addition to your Non-Contributory Life Insurance coverage. It is the WSRC Team's way of trying to help your next of kin through a difficult time.

If you die as an active regular full service employee with less than five years of Eligibility Service, your next of kin will receive a lump sum payment equal to two weeks of your base salary or regular wages. If your Eligibility Service equals or exceeds five years and if death was not preceded by an illness of more than one month during which you received pay, your next of kin will receive an additional one month's pay.

Payment will also be made to your survivor for any unused Time Bank hours.